

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>		<b>Policy Number</b>	<b>1204</b>
			<b>Original Date</b>	<b>05/16/1983</b>
	<b>Department: Recreation</b>		<b>Revised Date</b>	<b>10/08/2016</b>
	<b>Volunteer Services</b>			

## **POLICY:**

To facilitate positive relationships between the Montana Mental Health Nursing Care Center and the community, volunteers shall be utilized to enhance and expand activity, and to focus on resident centered programming, offerings.

## **PROCEDURE:**

The Recreation Supervisor shall perform the planning, organization and supervision of the volunteer programs.

1. Planning and organization of the program:
  - A. A file of volunteer's names; phone numbers and addresses will be kept by the Recreation Supervisor.
  - B. Volunteers will be recognized yearly.
  - C. Individual volunteer applicants will be screened by the Recreation Supervisor and/or Director of Clinical Support Services.
  - D. All volunteer groups will be scheduled and approved by the Recreation Supervisor.
  - E. Volunteers will be recruited from the community.
  - F. Volunteers will be instructed in confidentiality, and resident abuse prevention per Facility Policy #1104.